LAYOFF REQUEST OPTION ON THE CREW CALL SYSTEM

INDIANA HARBOR BELT RAILROAD   PSTS02

DISTRICT: IH   SUB-DISTRICT: BR

001 ENGINE SERVICE	010 HOURS OF SERVICE SELECTION
002 SWITCH SERVICE	011 PENDING PAY INQUIRY
	012 PAYROLL HISTORY INQUIRY
004 SUPERVISOR INQUIRIES	013 PAYROLL SERVICE CORRECTIONS
005 TIE-UP	014 FUTURE LAYOFF REQUEST

You must complete the following information:

➢ Name
➢ Status-Reason Code   **Reason code for vacation: V- DL (daily), NP (unpaid), VA (week)**
➢ Start Date-Time (Example, 012110 1230a)
➢ End Date-Time (Example, 012110 1159p)
➢ Number of Days Req
➢ Day/Week
➢ Reason Remarks
➢ Delete **V**ac schedule starting   (this must be completed if you wish to change your vacation; must advise what week you wish to change)

Valid status codes shown on the layoff request screen are as follows

VALID STATUS CODES

H	RULES-TRAINING	P	OFF BY PERMISSION
J	PERS-LEAVE-DAY	T	OFF SAFETY MEETING
K	OFF FAMILY LEAVE	V	VACATION
M	OFF INVESTIGATION	Z	COMPANY BUSINESS
N	OFF JURY DUTY	F	WITHOUT PERMISSION
O	OFF UNION BUSINESS		

After you have entered the above information, hit F5, then F6. At the bottom of the screen, you should see a message "Lay off request made successfully".

NOTE: Requests must be submitted as far in advance as possible but no later than 48 hours prior to the requested date. Any requests after the 48 hour time limit must be handled directly with the crew dispatcher's office. When an employee's Layoff Request is approved, the End Date-Time entered in the request will serve as the employee's return-to-duty notification to the Carrier. No further communication between the employee and crew call is required for the employee to be returned to available status at the approved End Date-Time.

The Personal Day Request Code has not been updated in the Crew Call System Until a new code is provide please Use the P-MP Reason code and place Personal Day in the REASONS REMARKS
      (look a sample below)

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          EMPLOYEE NAME: ( Personal Day              ) NUMBER: (          )

STATUS-REASON CODE: ( P - MP )        CURRENT STATUS: REST DAY  NORMAL
START DATE-TIME    : ( 010723 - 1201A ) END DATE TIME: ( 010723 - 1159P )
NUMBER OF DAYS REQ: ( 01 ) D/W: (    ) PLD DUE: 000 TKN: 000 BAL: 000 ACCUM:
REASON REMARKS     : ( PAID PERSONAL DAY                                  )
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): (          ) MMDDYY
VACATION YEAR      : ( 23 ) VAC LIST: IHBRSWGB DAYS DUE: 14 TAKEN: 00 BAL: 14
REQUEST STATUS     : ( A ) A=APPROVED D=DENIED C=CANCELLED  SUPV INIT: ( MAP )
NORMAL ASGN    :                                     010423 1059 J1IFH
TEMPORARY ASGN:
ON DUTY ASGN   :
FML INTERMITTENT:     (Y/N)
                             VALID STATUS CODES
     OFF WITHOUT PRM      O  OFF UNION BUSINESS    %  DESIGNATED DAY OFF
     EARLY VAC M/O-PWS    P  OFF BY PERMISSION
     RULES-TRAINING       T  OFF SAFETY MEETING
     PERS-LEAVE-DAY       U  LEAVE OF ABSENCE
     OFF INVESTIGATION    V  VACATION
     OFF JURY DUTY        Z  COMPANY BUSINESS
     ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE
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